



Job Title: Electronics Assistant

Department: Maintenance

Reports To: Electronics Lead

FLSA Status: Non-Exempt

Prepared By: Electronics Lead

Prepared Date: 02-12-2019

Approved By: Maintenance Manager

Approved Date: 02/12/2019

Summary

To assist Electronics Lead with installing, troubleshooting, and maintaining electronic packing equipment and support systems. Maintain sound communication with Electronics Lead, operators, line Managers, and Facility Managers to perform duties with minimal disruption of production, and to keep all informed of the status of production line readiness.

Essential Duties and Responsibilities

Learn the operation and troubleshooting of electronic equipment utilized at packing facilities as time and opportunity allows. Maintain cooperative relationships with company employees and supporting vendors. Perform the activities of electronic Maintenance daily based upon production schedule, priority and needs. Implement repairs in response to requests from production, recognizing the areas requiring immediate response to prevent downtime. Conduct preventative maintenance on electronic equipment and support systems. Strive to make our facilities a safer place to work through compliance with regulatory and plant and food safety guidelines. Keep work environment clean and organized.

Competencies; To perform the job successfully, an individual should demonstrate the following competencies:

Follow detailed instructions from various sources.

Ability to learn quickly.

The capacity to troubleshoot/problem solve.

Qualifications

Min. 1 year maintenance experience or like training required.

Electronic and mechanical background preferred.

Mechanically inclined.

PC and software skills very helpful.

Show a willingness to learn new technology, as this industry will not cease to utilize technological advancements.

Detailed individual, able to work under pressure.

Good attendance a must and willingness to work overtime.

Ability to properly and safely use a multimeter and understand the readings.

Maintain a valid Washington State driver's license.

Language Skills

Ability to communicate effectively with other employees and Management staff as needed.

Written and verbal English skills mandatory, bilingual Spanish a plus.

Physical Demands

Vision: Near for detail, far to distinguish grade problems in flumes, color for variety and grade distinction.

Hearing: listen to alarms and abnormal/normal equipment sounds.

Full manual dexterity: reach, grab, hold, push - pull finger and hand operated tools.

Full body flexibility to access equipment: climb, bend, stretch, kneel, lie down, etc. and mobility in a warehouse environment including climbing catwalks.

Lifting, occasional lifting of 50 pounds, pushing 115 pounds.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; loud noises, and risk of electrical shock. Employee is required to make use of provided Personal Protection Gear where harmful environments exist.